



# INSTRUCTIONAL PACKAGE

DAT 115

Ethics and Professionalism

201920  
Spring/2020



# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 201920

COURSE PREFIX: DAT 115

CONTACT HOURS: 1

COURSE TITLE: Ethics and Professionalism

CREDIT HOURS: 1

### **RATIONALE FOR THE COURSE:**

This course reviews professionalism in the workplace and making decisions based on ethical principles.

### **COURSE DESCRIPTION:**

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

### **PREREQUISITES:**

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiology

DAT 154 Clinical Procedures I

DAT 174 Office Rotations

### **CO-REQUISITES:**

DAT 121 Dental Health Education

DAT 122 Dental Office Management

DAT 123 Oral Medicine/Oral Biology

DAT 177 Dental Office Rotations

DAT 183 Specialty Functions

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

## **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins.

\*Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information.

## **Part II: Student Learning Outcomes**

Upon completion of DAT 115 Ethics & Professionalism, the student will be competent in the following:

- List the basic principles of ethics and ethical decision making.
- Create a cover letter and resume for preparation in the workforce.
- Discuss the history of dentistry and dental assisting.
- Examine and disseminate ethical dilemmas and real-life scenarios that could likely to occur in a dental office.
- Demonstrate what professionalism is and how it relates to presentation of personnel regarding attire, attitude, and behaviors.
- Specify South Carolina Department of Labor Law as it applies to procedures and functions of the dental assistant and expanded duty dental assistant.

## **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

### **Module 1**

**Materials Covered:** Ch. 1 Elsevier, Ch. 3 Phinney & Activity-Ethical dilemmas

**Assessment:** Test, Resume, Final Exam

### **Outcomes:**

1. Define ethics and state how dentistry follows ethical principles.
2. Explain the Dental Practice Act and define expanded functions.
3. Identify how licenses in the dental field are obtained.
4. Define the relationship between honesty and integrity.
5. Provide ways to address an ethical dilemma in the workplace.

### **Module 2**

**Materials Covered:** Ch. 7, 10 & 11 Elsevier, Ch. 3 Phinney

**Assessment:** Test, Resume, Final Exam

### **Outcomes:**

1. Define HIPAA law and state how it impacts the dental office.
2. Explain how patient health information can be used and disclosed.
3. Describe the training dental staff must follow to comply with HIPAA laws.
4. Identify the six steps of critical thinking.
5. List methods to assert accountability in the workplace.

6. Name the five conflict management styles.
7. Explain how reframing can eliminate conflict.

### **Module 3**

**Materials Covered:** Ch. 9 Elsevier, Ch. 41 Phinney & Role-Play: Communication Skills

**Assessment:** Test, Resume, Final Exam

#### **Learning Outcomes:**

1. Demonstrate active listening skills in patient communication.
2. Explain communication challenges and list ways to treat special needs patients.
3. Identify the steps in preparing a cover letter and resume.
4. Define professional conduct during employment
5. Explain the skills a successful dental assistant possesses.

### **Module 4**

**Materials Covered:** Ch. 3 Elsevier, Ch. 12 Elsevier, Ch. 41 Phinney & Role-Play: Interview Situations

**Assessment:** Test, Resume, Final Exam

#### **Learning Outcomes:**

1. List the three pathways to obtain DANB certification.
2. Explain the importance of preparing for a job interview.
3. Identify sources to obtain employment in the dental field.
4. Describe the different type of interview styles.
5. List various ways to network professionally.
6. Define self-esteem
7. Explain ways to follow through on behaviors which produce positive outcomes.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Tests (2)	60%
Cover Letter/Resume	20%
Final Exam	20%
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	100%

***\*Students, for the specific number and type of evaluations, please refer to***

## ***the Instructor's Course Information Sheet.***

### **GRADING SYSTEM:**

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

### **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

\*Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.

### **Part V: Student Resources**



### **The Student Success and Tutoring Center (SSTC)**

The SSTC offers to all students the following **free** resources:

**1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**

**2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

## **TECH Central – Student Information Center**



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the “Home” tab in WaveNet.

**Website:** [www.hgtc.edu/techcentral](http://www.hgtc.edu/techcentral)

### **Locations:**

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC’s Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

## **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report



with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>