



# **INSTRUCTIONAL PACKAGE**

DAT 115

Ethics & Professionalism

Effective Term  
AY 2020/2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 202020

COURSE PREFIX: DAT 115

COURSE TITLE: Ethics & Professionalism

CONTACT HOURS: 1

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/CO-REQUISITES:**

DAT 113 Dental Materials  
DAT 118 Dental Morphology  
DAT 127 Dental Radiology  
DAT 154 Clinical Procedures I  
DAT 174 Office Rotations  
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

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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.

## **STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

## **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. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

\*Refer to the HGTC Dental Sciences Program Manual for additional policies and classroom etiquette.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **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 Job Readiness Book, Ch. 4 Dental Assisting Book, 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 Job Readiness Book, Ch. 5 Dental Assisting Book

**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 Job Readiness Book, Ch. 61 Dental Assisting Book & 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 & 12 Job Readiness Book, Ch. 2 Dental Assisting Book & 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%   |
|                     | <hr/> |
|                     | 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. 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.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



### CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

## **STUDENT TESTING:**

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

## **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).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**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.

**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**

*EEO 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)