



INSTRUCTIONAL PACKAGE

DHG 242

Integrated Dental Hygiene II

201920
Spring/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201920

COURSE PREFIX: DHG 242

CONTACT HOURS: 1

COURSE TITLE: Integrated Dental Hygiene II

CREDIT HOURS: 1

RATIONALE FOR THE COURSE:

This course focuses on ethics and jurisprudence, and practice management as it applies to the dental hygienist. Vital information on the employment interview process and resume writing is reviewed.

COURSE DESCRIPTION:

This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

PREREQUISITES:

DHG 140 General and Oral Pathology

DHG 143 Dental Pharmacology

DHG 230 Public Health Dentistry

DHG 241 Integrated Dental Hygiene I

DHG 255 Clinical Dental Hygiene III

CO-REQUISITES:

DHG 265 Clinical Dental Hygiene IV

SOC 101 Introduction to Sociology

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. 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 information on classroom etiquette.

Part II: Student Learning Outcomes

1. Identify and discuss the code of ethics governing the practice of dental hygiene.
2. Discuss the criteria necessary for informed consent.
3. Explain the role of ethical principles as related to patient care.
4. Define ethical dilemma and list the steps involved in ethical decision making.
5. Apply decision-making steps when evaluating case study situations.
6. Compare the concepts of civil law with criminal law, using examples found in dental hygiene practice.
7. Discuss the South Carolina State Dental Practice Act with reference to dental hygiene practice
8. Explain the rights of patients protected by law and duties of providers regulated by law from ethical and legal perspectives.
9. Discuss how practice management and marketing plays a role in the dental office.
10. Discuss time management techniques.
11. Identify desirable leadership traits for a new employee.
12. Prepare a cover letter and resume that includes all the necessary key components.
13. Discuss the process of job interviews and identify advantages/disadvantages of working interviews.
14. Explain the importance of the employment contract in a dental office.
15. Discuss malpractice insurance and disability insurance for the dental hygienist.
16. Discuss the legal implications in dental hygiene practice.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module 1

Materials Covered: *Kimbrough Ch. 2, 3, 4, 5 Class Activity-Ethical dilemmas*

Assessment: Mock Interview, Case Study, Resume

Objectives

1. List the code of ethics governing the practice of dental hygiene.
2. Explain the criteria necessary for informed consent.
3. Describe the role of ethical principles as related to patient care.
4. Define ethical dilemma and list steps involved in ethical decision making.
5. Compare the concepts of civil law and criminal law as related to the practice of dental hygiene.

Module 2

Materials Covered: *Kimbrough Ch. 7 & 8*

Assessment: Mock Interview, Case Study, Resume

Objectives

1. Describe the scope of the dental hygiene diagnosis related to building a practice.
2. Explain the value of marketing as it relates to the dental practice.
3. Identify the benefits of cross-trained employees.
4. List desirable leadership qualities in a new employee.
5. Describe time management issues and how best to address them

Module 3

Materials Covered: Kimbrough Ch. 10 & handout Class Activity

Assessment: Mock Interview, Case Study, Resume

Objectives:

1. Prepare a cover letter and resume with all key components.
2. Explain the importance of employment contracts in the workplace.
3. List the various types of salary reimbursement for the dental hygienist.
4. Define malpractice insurance and disability insurance.
5. Discuss the legal implications in dental hygiene practice
6. Discuss the process of an employment search and job interviews.
7. Identify the advantages /disadvantages of a working interview.
8. Describe the importance of networking in an employment search.

Module 4

Materials Covered: Kimbrough Ch. 11 & Class Activity

Assessments: Mock Interview, Case Study, Resume

Objectives:

1. Identify the need for self-care and physical health.
2. Describe exercises to promote ergonomics for the dental hygienist.
3. Explain disability insurance.
4. Describe liability insurance.
5. Explain benefits to professional membership.

****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*

| | |
|---------------------|-----|
| Cover Letter/Resume | 50% |
|---------------------|-----|

| | |
|----------------|------|
| Case Study | 30% |
| Mock Interview | 20% |
| | 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

*Students must pass with a 77% or higher to continue in the DH Program.

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

Text: 843-357-8552

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

Website: 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. 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.

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).

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|---|--|
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| Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu | Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu |