INSTRUCTIONAL PACKAGE

DHG 242
Integrated Dental Hygiene II

AY 2020/2021
Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>AY 2020-2021</u>

COURSE PREFIX: DHG 242   COURSE TITLE: Integrated Dental Hygiene II

CONTACT HOURS: 1   CREDIT HOURS: 1.0

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/CO-REQUISITES:

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

*__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.

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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.

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

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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: Handout on table clinic expectations and HGTC Library presentation on evidence-based research.
Assessments: Competency, Tests, Table Clinic
Objectives:
1. Discuss how to identify evidence-based research.
2. Outline the format of a table clinic poster board.
3. Learn how to format a brochure for table clinic presentations.

Module 2
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 3
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 4
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 5
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*

Table Clinic	50%
Cover Letter/Resume	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. 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.**

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 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.

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

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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

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